

TAB D

PURCHASING TICKETS AND PROCESSING THE ADVANCE FUND

LEGEND



Operation



Permanent File



Temporary File



Review



Delay

TV - Transportation Voucher

Form 33-15 - Request For Advance

Form 33-16 - Accounting By Individual For Advance

Form 33-31 - Transportation Voucher

Unnumbered - Record of Payment to Carrier

"Record of Transportation Purchased" form (Proposed)

~~SECRET~~

~~Security Information~~

Procedure for Requesting and Accounting for the Advance of Funds

1. The advance will be requested on an original and two carbon copies of Form 33-15. The original, signed and approved, and one copy are presented to the Finance Division as a basis for the advance. The second carbon copy is filed with the Administrative Staff, Transportation Division in the Division files.
2. The cash advance will be the responsibility of one man to be designated by the Chief, Transportation Division and will be kept in a strongbox in the Passenger Movement Branch.
3. As cash is disbursed the name of the man receiving the money, the amount, and the fare should be noted in an office memo book. When the receipt and extra money, if any, are returned to the box a red check will be made to the right of the entry. This book should be kept in a strongbox.
4. A folder will be set up for holding the copies of the "Record of Transportation Purchased" form to be used in this accounting. This folder will be self liquidating. Refer to the Proposed Procedure for Notifying Finance Division of Tickets Purchased for method of completing this form.
5. Form 33-16 will be used in accounting for this advance. An original and two carbon copies will be executed listing all receipts. The receipts and copies of the "Record of Transportation Purchased" form mentioned in paragraph 4 above will be attached to the original and one carbon copy of this form (33-16). There is one exception to this. In cases where a receipt for a ticket is available but the corresponding copy of the "Record of Transportation Purchased" form is not yet available, the receipt will be held for the next accounting.
6. The original of Form 33-16, one copy, and attachments will be signed, approved, and forwarded to Finance Division for crediting toward the advance. The second copy will be filed with the Administrative Staff, Transportation Division in the Division files.

Proposed Procedure for Notifying Finance Division of Tickets Purchased

1. Tickets purchased on short term credit (STCR) will be ordered by telephone and picked up by Agency messenger. Other tickets will be purchased for cash.
2. A rough draft copy (written) of the "Record of Transportation Purchased" form will be prepared for each case file as transportation is being arranged. Each ticket should be carefully recorded on this form. If the excess cost is unknown it should be so stated. The cash for this charge may be enclosed with the Finance Division copies.
3. The employee's name should always appear at the top of the sheet even though the transportation may be for his dependents only. Concurrent or non-concurrent travel and dependents names, children's ages, and sex will be indicated under "Remarks".
4. Staff Agents will be indicated by the omission of a Travel Order number.
5. When this rough copy is complete it will be typed on an original and four carbon copies (1/3 if the cash fund is not involved) of the same form (Record of Transportation Purchased).
6. The Traffic Officer responsible for the particular case will sign the original and route the original and two copies through the Chief, PMB for approval to the Finance Division. The third carbon copy will be routed to the Personnel Division (Covert) and the fourth will be held pending the cash advance accounting. The rough copy will become a part of the case file. This copy should be retained in place of an extra typewritten copy as it may well include important notations concerning the case.

Approved For Release : CIA-RDP57-00042A000200220056-3
REQUEST FOR ADVANCE

DATE _____

1. IT IS REQUESTED THAT CONFIDENTIAL FUNDS BE ADVANCED TO: _____

NAME

IN THE AMOUNT OF _____ DOLLARS \$ _____

2. THESE FUNDS ARE REQUIRED FOR OFFICIAL BUSINESS OF A CONFIDENTIAL NATURE AND THEIR USE WILL BE CONFINED TO THE FOLLOWING GENERAL PURPOSE:

3. THIS ADVANCE IS WITHIN THE SCOPE OF, AND PROPERLY CHARGEABLE TO _____

APPROVED PROJECT, ALLOTMENT, ETC.

4. THIS ADVANCE WILL BE ACCOUNTED FOR FULLY, IN ACCORDANCE WITH CONFIDENTIAL FUNDS REGULATIONS, AND ALL UNEXPENDED FUNDS RETURNED, IN THE FOLLOWING MANNER: (COMPLETE AND/OR INITIAL APPLICABLE STATEMENT BELOW)

(A) WITHIN _____ DAYS, ACCOUNTING AND/OR REFUND WILL BE MADE TO CHIEF, CONFIDENTIAL FUNDS.

(B) WITHIN _____ DAYS AFTER ARRIVAL AT DESTINATION ACCOUNTING AND/OR REFUND WILL BE MADE TO CONFIDENTIAL FUNDS REPRESENTATIVE AT _____

(C) A FULL ACCOUNTING WILL BE RENDERED AT THE END OF EACH MONTH UNTIL ALL FUNDS ARE ACCOUNTED FOR, SUCH ACCOUNTING WILL BE MADE TO THE CHIEF, CONFIDENTIAL FUNDS, OR TO HIS DESIGNATED REPRESENTATIVE.

REQUESTING OFFICER

5. APPROVED:

DATE

TITLE

SIGNATURE

6. I CERTIFY that this request for advance is in accordance with existing regulations; has been approved by proper authority; and that funds are available in the appropriation and allotment indicated.

DATE

APPROPRIATION

ALLOTMENT

CERTIFYING OFFICER

7. RECEIVED FROM _____ \$ _____

IN THE FORM OF _____

FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.

DATE

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ACCOUNTING BY INDIVIDUAL FOR ADVANCE

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE.

TO: _____ DATE _____
FROM: _____
SUBJECT: _____
ACCOUNTING FOR THE PERIOD FROM _____ TO _____ INCLUSIVE.

1. CASH ON HAND _____ (Date of close of last accounting period) \$ _____

2. RECEIPTS DURING ACCOUNTING PERIOD:

DATE	RECEIPT NO.	DESCRIPTION	
_____	_____	_____	\$ _____
_____	_____	_____	_____

TOTAL TO BE ACCOUNTED FOR \$ _____

3. EXPENDITURES DURING ACCOUNTING PERIOD FOR WHICH REIMBURSEMENT IS CLAIMED:

DATE	VOUCHER NO.	DESCRIPTION	
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. RETURNED HEREWITH: _____ (Describe - Cash, Check, Money Order, Etc.) \$ _____

5. CASH ON HAND _____ (Date of closing of this accounting period) \$ _____

☐ INCLUDES CASH ON HAND OR OTHERWISE IN POSSESSION.
☐ IF OTHER THAN ACTUAL CASH ON HAND, DESCRIBE FULLY. TOTAL ACCOUNTED FOR \$ _____

6. I CERTIFY that the expenditures itemized on this accounting and/or attached documents, were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any source, Government or private; and that this voucher and attachments, if any, are true and correct in all respects.

7. APPROVED: _____ SIGNATURE _____

DATE _____ TITLE _____ SIGNATURE _____

8. I CERTIFY that this accounting has been examined by me; that receipts or other substantiating data have been furnished me, or a satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized expenditures were for necessary official purposes, reimbursement for which is allowable under existing regulations; and that such expenditures are properly chargeable to the accounts indicated below.

DATE _____ APPROVED BY _____ SPECIAL AGENT IN CHARGE

1. If funds in a form other than U. S. Dollars were on hand, received or disbursed during accounting period, all pertinent data, i.e. rate, method of acquisition, etc. must be shown. If advances have been made to third parties insert as separate item (add item 1a) the total of such advances outstanding at the beginning of the accounting period.
2. If more space is required to explain receipts, prepare receipt form, number and attach hereto. In every case, completely identify the source of receipts.
3. Obtain and number each voucher for expenditures (such voucher can be the receipt obtained from payee). Where no receipt is obtained, prepare certificate in accordance with CFB Regulations, number in sequence with vouchers, and attach hereto, along with all other vouchers. If more space is required to list or explain expenditures, enter in total on this form and attach itemized schedule. If advances to third parties are outstanding at the end of the accounting period insert as separate item (add item 3a) the total of such advances and attach an itemized list or explanation.
4. Final credit will not be given for disbursements which are advances to be accounted for. When accountings are obtained list as expenditures or refund of cash as appropriate.

TRANSPORTATION VOUCHER (CONFIDENTIAL FUNDS)		DATE
		ACCOUNT CHARGEABLE
PAYEE (See attached Invoice)		AMOUNT
TRANSPORTATION FOR:		
AUTHORITY:		
SERVICES FURNISHED:		
SUBJECT'S DATE OF DEPARTURE FROM WASHINGTON, D. C. IS ESTABLISHED AT:		
<input type="checkbox"/> CONVENIENCE OF THE GOVERNMENT		
<input type="checkbox"/> CONVENIENCE OF THE TRAVELER		
<p>I certify that the services represented by the attached invoice constitute the lowest first-class transportation available at the time the reservation was made. (If foreign ship has been reserved, the appropriate certification has been affixed to the invoice).</p> <p><input type="checkbox"/> Round trip services were acquired.</p> <p><input type="checkbox"/> Round trip services were not acquired inasmuch as it is anticipated that the traveler's return will not be accomplished prior to the expiration of the time limit imposed by the carrier on the use of the round-trip portion of the ticket.</p>		
REMARKS:		
APPROVED:		
DATE	TITLE	SIGNATURE
<p>I CERTIFY that this voucher has been examined by me; that receipts or other substantiating data have been furnished me, or a satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized materials, services and/or expenditures were for necessary official purposes, reimbursement or payment for which is allowable under existing regulations; and that such expenditures are properly chargeable to available appropriations as indicated below.</p>		
DATE	APPROPRIATION	AUTHORIZED CERTIFYING OFFICER

EFFECTIVE 1 MARCH 1953

FOR _____

RECORD OF PAYMENT TO CARRIER

1. CARRIER'S INVOICE # PAA _____ DATE _____
2. CHECK REQUESTED _____ \$ _____
(DATE) (AMOUNT)
3. COST OF SUBJECT'S TRANSPORTATION \$ _____
4. SEE MASTER INVOICE FILE FOR PAYMENT RECORD.

REMARKS:

~~SECRET~~

SECURITY INFORMATION

RECORD OF TRANSPORTATION PURCHASED

NAME		DIVISION	TRAVEL ORDER NO	DATE
DEPARTURE DATE	<input type="checkbox"/> PCS <input type="checkbox"/> TDY	EXCESS COST IF ANY	<input type="checkbox"/> PAID BY EMPLOYEE <input type="checkbox"/> CHARGE TO EMPLOYEE	
TICKET NO	COST	HOW PURCHASED	ROUTE & CARRIER	

REMARKS (DEPENDENT'S NAMES WITH AGE & SEX OF CHILDREN, INDICATE CONCURRENT TRAVEL)

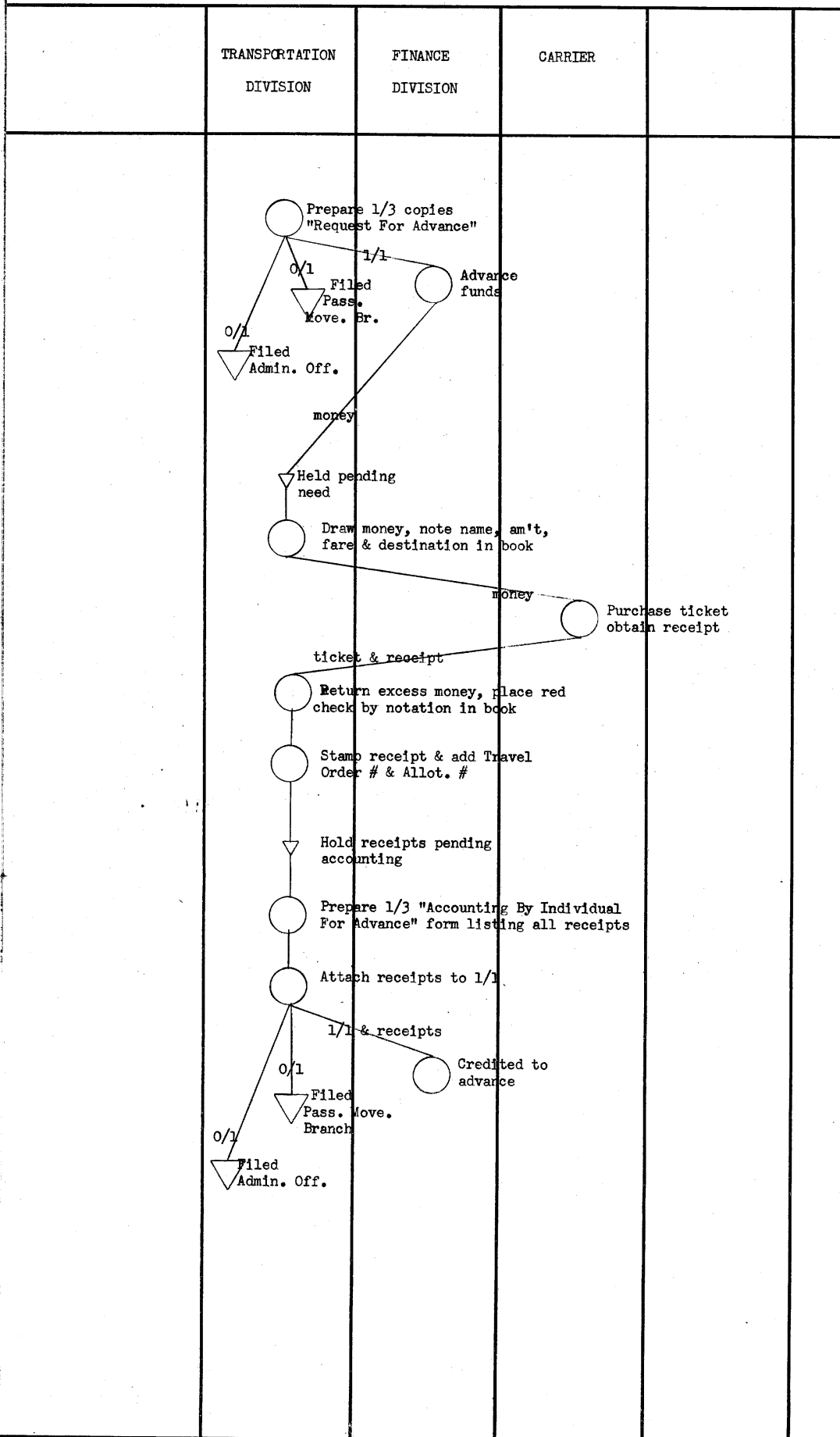
I certify that the services represented by this form constitute the lowest first-class transportation available at the time the reservation was made. (If foreign ship has been reserved, the appropriate certification has been affixed to the invoice)

APPROVED

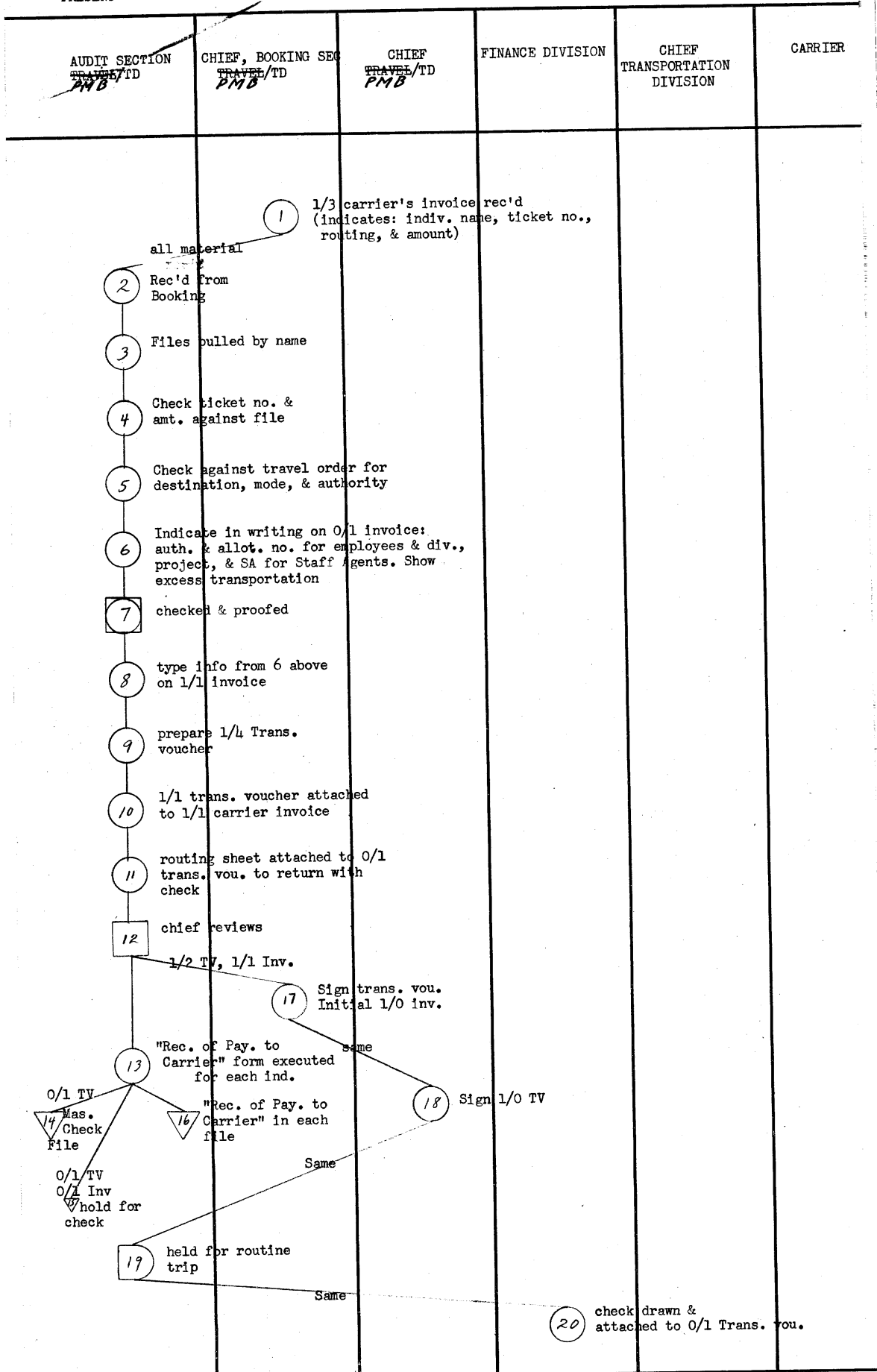
CHIEF/PASS. MOVE. BR.

NAME

PRESENT PROCEDURE FOR REQUESTING AND ACCOUNTING FOR THE CASH ADVANCE FUND

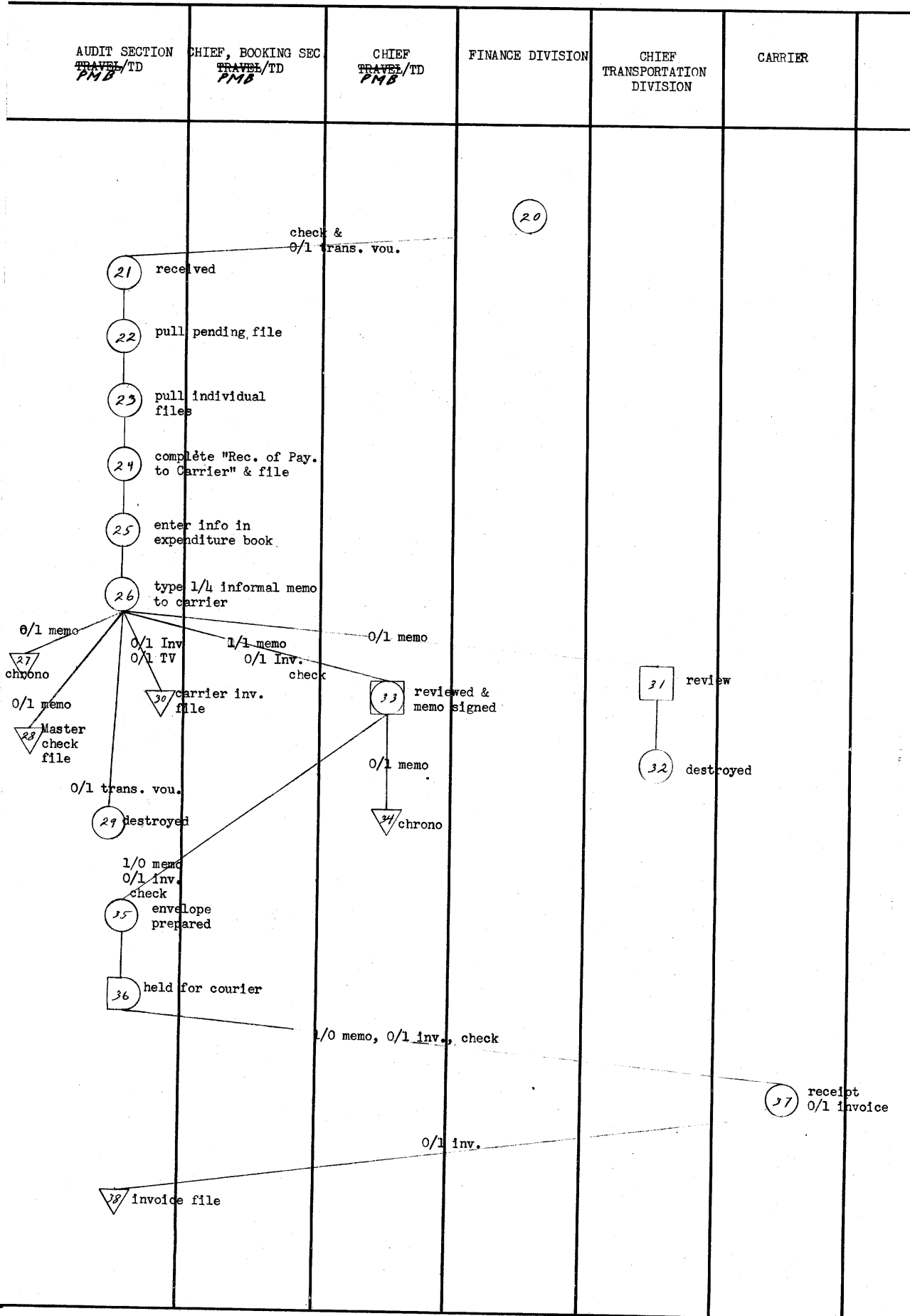


PRESENT PROCEDURE FOR AUDITING PASSENGER TICKET BILLS



Security Information
Classification

PRESENT PROCEDURE FOR AUDITING PASSENGER TICKET BILLS (CONTINUED)

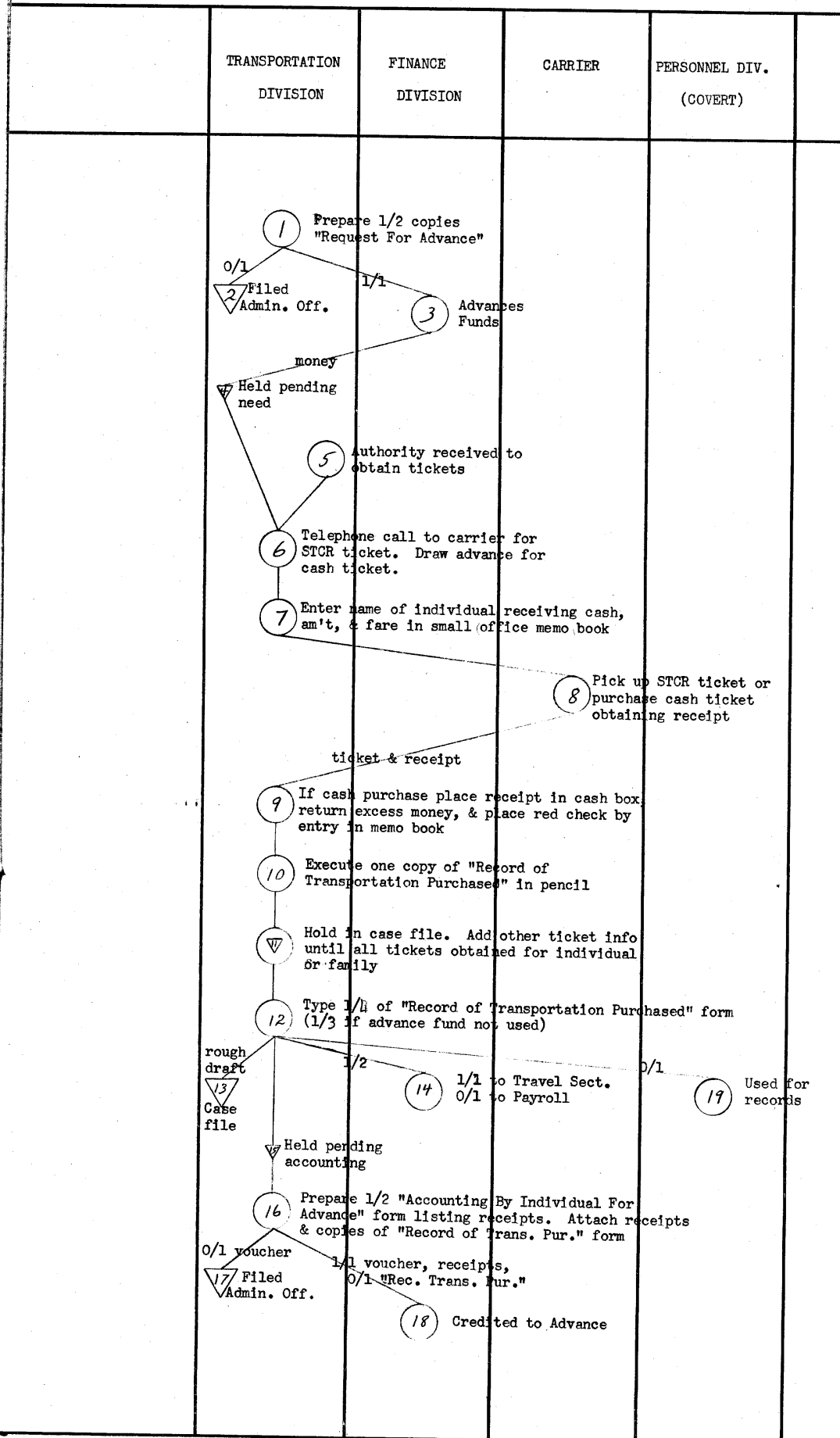


Security Information
Classification

Security Information

Classification

PROPOSED PROCEDURE FOR REQUESTING AND ACCOUNTING FOR THE CASH ADVANCE FUND
AND NOTIFYING FINANCE DIVISION OF TICKETS PURCHASED

Security Information
Classification